

2 FEB 1970

MEMORANDUM FOR: Chief, Building Planning Staff, OL

SUBJECT : Statistics on Operations of the Mail & Courier Branch,  
Logistics Services Division, OL

REFERENCE : Memo dtd 12 Jan 70 to C/LSD/OL fm C/BPS/OL, same  
subject

1. The supplemental information as requested in referent memorandum is provided as follows:

a. The 10 components which now have elements that would presumably be serviced out of their own central registries after the consolidation:

Office of the Director  
Deputy Director for Intelligence  
Deputy Director for Support  
Office of Personnel  
Office of Finance  
Office of Communications  
Office of Training  
Office of Medical Services  
Office of Security  
Office of Strategic Research

b. The additional 13 collection points (other than DDP) which would presumably need to be serviced by new registries:

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National Photographic Interpretation Center - 1S518, [REDACTED]  
Office of Basic and Geographical Intelligence - 3rd floor, 159E  
Domestic Contract Service - 811 Key Bldg.

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[REDACTED]

Office of Logistics - 1227 Ames Bldg.  
Office of Research & Development - 612 Ames Bldg.  
Chief, Analysis - [REDACTED]  
Office of Special Activities - 1D08 [REDACTED]

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c. The proposed location of the seven new registries:

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- [REDACTED]
- (2) Office of Basic and Geographic Intelligence, DDI
  - (3) National Photographic Interpretation Center, DDI

The above elements handle an extensive amount of bulk mail and as a means of facilitating mail handling should be located within the DDI on the first or second floors or as near the Central Mail Room as feasible.

- (4) Office of Logistics, DDS

The OL Registry handles mail for approximately 24 OL elements within the Ames Building and four elements within the Central Depot. It would be advisable to locate the registry convenient to the OL components being serviced and, if possible, near the Central Mail Room.

- (5) Office of Research and Development, DDS&T
- (6) Office of Special Activities, DDS&T

The Office of Research and Development has 20 elements located in the Ames Building and one located in the [REDACTED]. The Office of Special Activities has nine elements all located in the [REDACTED]. Their offices, which handle a moderate amount of mail, should be located within the DDS&T area.

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- (7) Domestic Contact Service, DDI

The Domestic Contact Service has 11 elements all located in the Key Building. The amount of mail handled runs from light to moderate; therefore, the location of the registry would have little effect on the Mail and Courier Branch.

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[REDACTED]

Chief, Logistics Services Division, OL

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Chief, Logistics Services Division, OL  
4E-06 Hqs.

EXTENSION

NO.

DATE

2 FEB 1970

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TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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1012 Ames Bldg.

4 Feb 1970

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